

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING
19 September 2018, 9:30-10:30 a.m.
DBW M15

Present: Cindy Cossar-Jones, John Costella, Kristin Hoffmann, Roxanne Isard, Lina Rodriguez, John Sadler, Christina Zoricic, Anne Daniel (recorder)

Approval of Agenda: Agenda approved as presented

Approval of Notes: John Sadler will look for meeting notes from June 2018 meeting

Business Arising from Previous Meeting:

1. Steward Membership and Unit Representation: Because of the organizational renewal, it was decided that LASC needed to revisit its structure to ensure that steward representation effectively represents the needs of the Members. The following modified committee structure is now in place. Welcoming new members Anne, Kristin and Denise.

Regular Members:

Chief Steward: Roxanne Isard

Steward for Archives and Special Collections: Anne Daniel

Steward for Collections Management, Discovery and Access: Christina Zoricic

Steward for Research and Scholarly Communications / Non-Western Libraries: Kristin Hoffmann

Steward for Teaching and Learning: Denise Horoky

Steward for User Experience and Student Engagement: John Sadler

Ex-Officio Members:

Joint Committee representative: John Costella

UWOFA Member Services Officer: Lina Rodriguez

UWOFA Professional Officer: Cindy Cossar-Jones

2. Site update: Review Documents on UWOFA Website:

Discussed Member resources pages and guides.

Discussed if we need to add additional information on the UWOFA site - is all of the correct information there? Should anything be added to this section? Reviewed the UWOFA Stewards Committee page and looked at where things were posted and decided that some information was out of date and should be deleted

Member Resources section – suggested that Librarians/Archivists create their own page for promotion/tenure page (promotion and continuing appointment) and could also create a professional leave FAQ

Many of the questions on the UWOFA page would be applicable to UWOFA-LA – create a draft and not post it until collective bargaining is complete

Link to office of Faculty Relations for ARR documents?

Do we need a FAQ for Annual Report? Including dates of submission? Where to find the forms?

ACTION:

Organically collect questions for Continuing Appointment and Academic Leave and compile them for future content for website

3. News Stories: Should we include a news story on ORI for upcoming issue of Faculty Times?

Discussed this at last meeting in June

If an issue comes out before we start negotiations include an article to shine the light on UWOFA-LA members – How do we want to communicate to our members? This might be different than what is on the public WL website

Vanessa has also been using the UWOFA site to put out shorter stories

ACTION :

Roxanne will look into when the next issue of Faculty Times comes out – talk to Vanessa about the best way to communicate UWOFA-LA issues – What’s the best way to highlight our stories? Faculty Times? Or UWOFA-LA website?

Standing Agenda Items:

4. Stewards’ Reports:

Stewards should send out an email to their members a week before the meeting asking if they have anything they want reported on at the Stewards meeting

User Experience and Student Engagement (John S): nothing to report (John is also the rep for the Directors)

Teaching and Learning (Denise): nothing to report

Research and Scholarly Communications (Kristin):

Concern was expressed that some messages intended for all members are not being sent to members outside of WL

ACTION: Roxanne will email Catherine to remind her

Collections Management, Discovery and Access (Christina) - nothing to report

Archives and Special Collections (Anne) -nothing to report

5. Members Services Officer & Professional Officer's Report (Lina & Cindy)

No member inquiries to report

Circulated a document that outlines the difference between the Member Services Officer and the Professional Officer

Discussed the purpose of each role

Lina tends to be first point of contact for members in the office and gathers all of the information and then consults with Cindy

Stressed that every situation is unique

Cindy discussed the Letter of Understanding with respect to Career Trajectory Fund – put review of review of Career Trajectory on hold for term of Collective Agreement – no decision from pay equity – need to approach employer to ask for extension of letter of understanding or determine what to do next

There was a suggestion that Lina and Cindy share the Member Services Officer and Professional Services Officer role document at the next General Meeting of UWOFA-LA members. They will recommend this to the President to put it on the agenda.

ACTION:

- John C. will contact Jeff to ask him to move ahead with the employer to look at the letter of understanding for Career Trajectory

6. Senate Report: (Tom)

Western's President reports that an ad hoc committee has been struck under the Provost to codify Western's free speech practice to conform to provincial government requirements. This committee will include 4 members of UWOFA.

Western has appointed Candace Brunette-Debassige as a Special Advisor to the Provost for Indigenous Issues until 2020. Her plan is to lay the groundwork for a permanent presence for this portfolio in Western senior management.

7. Joint Committee Report (John C)

Nothing to report

Fastest way for an issue to get to Joint Committee is through Lina and Cindy – Joint Committee deals with actual problems with interpretation and implementation of the Collective Agreement

While Faculty Collective Agreement is being negotiated the Joint Committee is not meeting unless there are specific Librarian/Archivist issues

John will be staying on Joint Committee until the end of this collective agreement (June 2019) and then somebody from the UWOFA-LA Negotiating Team will most likely take over

New Business:

ORI transition in general, how is it going?

Taken a lot longer than expected

Many vacant library assistant positions – had to do job descriptions before they could be hired
Recruitment process has taken a while

Workload feels heavier because of vacancies

Not all work can be done with limited resources – we don't have the capacity to deal with it

We need to establish boundaries

Lack of time for research is an ongoing issue

Managers are getting a message that everyone has to work differently – competing with message that we have too much work to do

Alter workload balance to accommodate less research? Need to alter research component because of increase in professional practice

Go to Leader and ask to have work prioritized because we can't do it all

Ask employer to provide workshop on work life balance?

Next Meeting: Wednesday, October 17, 2018. 9:30 a.m. (Recorder: Kristin Hoffmann)